MURRAY CITY CORPORATION

JOB DESCRIPTION

Title: **CULTURAL PROGRAMS MANAGER**
Department: Public Services
Class Code: 6871
FLSA Status: Non-Exempt
Effective Date: July 1, 1992 (Rev. 07/2006)
Grade Number: 21

GENERAL PURPOSE

Under general supervision of the Public Services Director plans and conducts arts and heritage programs and events for the City of Murray.

EXAMPLE OF DUTIES

*-- Plans, coordinates and promotes community arts and heritage programs and events.

*-- Prepares agenda minutes, and attends all meetings of the Arts Advisory Board, History Advisory Board, and the Downtown Historic Overlay District Design Review Committee.

*-- Coordinates performances at the Murray Park Amphitheater; coordinates with Parks Superintendent on scheduling of events; markets and promotes public events that occur at the amphitheater; supervises amphitheater technicians during public performances; supervises public ticket sales and distribution for amphitheater events.

-- Researches and updates current cultural and heritage program resources and interests within the community.

*-- Prepares and issues appropriate public information material including press releases, newsletters, brochures, posters and flyers.

-- Develops and administers grants from and to other public and private agencies.

*-- Books and contracts with artists for performing, visual and literary arts and is responsible to provide technical assistance with programs.

*-- Assists with marketing, fundraising and partnership programs.

-- Solicits volunteer support and coordinates volunteer schedules.

-- Prepares, administers and monitors annual budgets.

*-- Assists with programming, coordination and presentation of Fun Days, Vintage Days and the Arts in the Park series.

-- Manages the collection, cataloging, and display of artifacts for the Murray City Museum; coordinates and conducts tours of museum.

-- Performs work as required.

MINIMUM QUALIFICATIONS

Education and Experience

-- Bachelor's degree in Arts Administration or a closely related field plus three (3) years professional experience in arts administration at a public or private arts agency or organization, or equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

Knowledge of:

-- Philosophy, principles and practices of the role of the local arts and heritage programs and the presentation of arts performances and events.

-- Practices and procedures of marketing and public relations.

-- Budget planning, development and control.

-- Public agency grant administration.

-- Principles and practices of fund raising.

Ability to:

-- Plan, develop and administer activities for arts and heritage programs.

-- Establish and maintain effective working relationships with members of the community, public and private organizations, boards and City personnel.

-- Effectively communicate both orally and in writing.

-- Develop additional funding sources outside of general fund.

-- Keep accurate records and prepare comprehensive reports.

TOOLS & EQUIPMENT USED

-- Personal computer, including word processing software; phone; copy and fax machine; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

-- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

-- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE:_____

EMPLOYEE'S SIGNATURE: _____ DATE:_____

H. R. DEPT. APPROVED BY: _____ DATE:_____

*Essential Functions of the job